

User Group/PI: _____ Exp. No.: _____
Flight Path: _____ Host: _____

A. ADMINISTRATIVE

1. Foreign Nationals
 - a. DIVA approvals complete
 - b. Building access
 - c. Pager for users from sensitive countries
2. Electronics Usage
 - a. Computing and Personal Electronic forms
(Required only if using a LANL network, including visitor net)
 - b. Visitor network password
3. Export Control and Proprietary Information
 - a. Work for Homeland Security, DoD, private companies
 - b. Deemed exports
4. Important phone numbers (Area code: 505)
 - a. Emergency 911
 - b. Central Control Room (CCR) 667-5729
 - c. Radiation Control Techs (RCT) 667-7069
5. Other Phone Numbers (Area code: 505)
 - a. Flight Path Scientist _____
 - b. Group Office 667-5377
 - c. Steve Wender (GL, WNR EAM) office: 667-1344 pager: 664-2185
cell: 660-6458 home: 983-3634
 - d. Charles Kelsey (Lujan EAM) office: 665-5579 pager: 664-1923
cell: 231-2414
 - e. Ron Nelson (Deputy GL) office: 667-7107 pager: 664-2191
cell: 690-4220 home: 984-8165
 - f. Technicians
 - i. Gregg Chaparro office: 665-2861 pager: 664-3023
 - ii. Tim Medina office: 665-2847 pager: 664-3186
 - iii. Bill Waganaar office: 667-1883 cell: 231-1356
6. Making phone calls
 - a. Use last 5 digits of LANL numbers for on-site calls (e.g. 5/6/7-xxxx)
 - b. Dial 8 for outside line
 - c. Local area code: 505

7. Gate Operation
 - a. Business hours: All vehicle occupants must show badge to guards when entering
 - b. After hours:
 - i. Everyone must swipe badge to enter
 - ii. Only one person must swipe badge to exit
 - c. Contact CCR for immediate assistance
8. Location of restrooms
9. Eating
 - a. Location of cafeterias
 - b. Designated eating areas
 - i. No radioactive or other hazardous materials in eating areas
 - ii. No soldering permitted in eating areas
 - c. Areas where food is not permitted

B. SAFETY

1. Safety Review – Must be completed and approved prior to start of experiments.
Discuss any special requirements called out in safety review
2. Experiment Changes – Require approval of Flight Path Scientist
3. Minimum Training for Visiting Users (provided by LANSCE Training Office)
 - a. Standard user training
 - i. Course 57336 –TA-53 User Facility Specific Training
 - ii. Course 55173 – Beryllium Awareness
 - iii. Computer Security (Initial 9369 or Refresher 47075)
 - iv. Building Emergency Plan (ER-1&2 56904, WNR 57058, Blue Rm 5-6903)
 - v. IWM Overview (3188)
 - b. Radiological Worker Training
 - i. Users needing access to ER2 only:
(a) Course 15506 – General Employee Radiological Training
 - ii. External users needing access to Radiological Controlled Areas (ER-1, WNR):
(a) Course 24856 –TA-53 Radiological Worker Practical
(b) Course 12909 –Radiological Worker Exam
 - iii. LANL users needing access to Radiological Controlled Areas (ER-1, WNR):
(a) Course 20301 –Radiological Worker II Classroom
(b) Course 12910 – Radiological Worker Practical
(c) Course 12909 –Radiological Worker Exam
4. For users working with chemicals or cryogenic fluids:
 - a. Course 25997 –Chemical Hazard Communication Introduction Training
5. Other training requirements, if needed:
 - a. Course 15331 –Lead Awareness
 - b. Course 40693 – Cadmium Awareness

6. Radiation Control
 - a. Dosimetry requirements
 - i. TLD (black) badge
 - ii. PN-3 (yellow) badge
 - b. Radiation levels
 - i. Postings
 - ii. Do not linger near beam pipes
 - c. Use and storage of radioactive materials
 - i. Inventory of user radioactive sources and parts
 - ii. Confirm items are included on safety review worksheet, note additions
 - iii. All radioactive materials must be kept in a controlled area
 - iv. All radioactive materials must be properly labeled
 - d. Transport of radioactive materials
 - i. On-site– hand carry or ask technicians for assistance
 - ii. Off-site –require special shipping procedures and authorization
 - iii. Do not transport by motorized vehicle unless properly approved
 - e. Removal of items from flight path
 - i. RCT survey requirements
 - ii. Use of “ pending survey” stickers
7. Hazardous Materials
 - a. Use and storage of hazardous materials
 - i. Inventory of user supplied chemicals and hazardous materials
 - ii. Confirm materials are included on safety review worksheet, note additions
 - iii. Materials on-site for longer than 1 week must be added to ChemLog
 - iv. Store flammables in flammables cabinet when not in use
 - b. Transport of hazardous materials
 - i. On-site–hand carry or ask technicians for assistance
 - ii. Off-site–require special shipping procedures and authorization
 - iii. Do not transport by motorized vehicle unless properly approved
8. Waste Generation and Disposal
 - a. Minimize waste generation
 - b. Segregate waste types
 - i. Radioactive waste trash cans
 - ii. Disposal of hazardous waste
 - iii. No hazardous or radioactive waste in “clean” trash
9. Electrical Equipment Checkout
 - a. UL-listed, or equivalent
 - b. ESO evaluation of unlisted equipment
10. Emergency procedures
 - a. Evacuate to a safe area
 - b. Dial 911
 - c. Immediately notify Flight Path Scientist of any off-normal events. Notify CCR if Flight Path Scientist is not available.

C. USER ORIENTATION

1. IWD Pre-job Briefing (for users not already briefed)
 - a. Review IWD / user checklist
 - b. Address any questions or issues
 - c. User signs Part 3
 - d. Keep signed IWD at flight path during experiment for user reference
 - e. Return Part 3 at completion of experiment
2. Review experiment
 - a. Any changes must be approved by flight path scientist
 - b. Note additional requirements from safety review
3. Radiation Safety System (EPACS)
 - a. Walk down of flight path instrument cave
 - b. Review of Sweep and Entry procedure
 - c. User demonstrates Sweep Procedure
 - d. User demonstrates Entry Procedure
4. Other Flight Path Operations (as applicable)
 - a. Experimental setup: Collimation, absorbers, detectors, etc.
 - b. Radioactive sources and samples
 - c. Use of laser alignment
 - d. Fission chamber cover
 - e. Liquid nitrogen and cryogenic systems
 - f. Electronics
5. Beam Status screen:
http://lansceoperations.lanl.gov/operations/Status/Wnr_Status.shtml
6. Entry code and MPF-66 Key Usage and Responsibility
 - a. One key shared by experimenters, if needed
 - b. Return key to flight path scientist at end of experiment
7. Camera Usage Policy
 - a. Use LANL camera
 - b. Flight Path Scientist must review photos before releasing
 - c. Signature on OJT roster authorizes users to use LANL camera
8. Handling equipment and materials at completion of experiment
 - a. Parts known to have been in the beam
 - i. Must be surveyed or labeled with survey-pending stickers
 - ii. Must be kept in a controlled area until free-released by an RCT
 - iii. May be shipped by LANL P&T personnel as a radioactive shipments
 - b. Parts in the flight path EPACS boundary while beam on
 - 1 i. Must be treated as radioactive until survey confirms otherwise
 - 2 ii. Must be surveyed prior to release

- 3 iii. Usually releasable immediately following survey
- c. Parts never in the flight path EPACS boundary while beam on
 - i. Do not need to be surveyed
 - ii.No restrictions on release
- d. Return of user equipment
 - i. User provides return address and contact name
 - ii. Method of shipment and account number
 - iii. Overseas shipments must be arranged by user in advance with shipper
- 9.Return LANL visitor badge and dosimeters
 - a. Return to reception desk in MPF-1
 - b. If foreign national, return to TA-3 Badge Office
 - c. Drop in badge drop-box at guard station (not preferred)
- 10. All users sign OJT roster and provide contact information following orientation.

LANSCEN Flight Path EDS course # _____

Topics Covered:

1. IWD Pre-Job Briefing
2. General Flight Path IWD Pre-Job Briefing, IWD# _____
3. Experiment-specific IWD Pre-Job Briefing, IWD# _____
4. Radiation Safety Systems – Sweep and Entry Procedures
5. Other Flight Path Operations:

- ☐ Experimental setup
- ☐ Use of laser alignment
- ☐ Fission chamber cover
- ☐ Liquid nitrogen and cryogenic systems

- ☐ Electronics
- ☐ Camera Usage Policy
- ☐ Experiment Closeout and Departure

By signing below, I confirm that I have been briefed on the information in the User Orientation Checklist for the flight path listed above. I understand the requirements for use of the flight path facility, I am aware of the hazards and controls, and my questions about the information provided have been answered to my satisfaction.

N	Z#	Signature	Date	Phone#	Lodging
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Trainer _____ Date